

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)			THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE 1 OF 11 PAGES	
1. REQUEST NO. N00173-12-Q-0249		2. DATE ISSUED 07/19/12		3. REQUISITION/PURCHASE REQUEST NO. 34-0076-12		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1
5a. ISSUED BY Supply Officer (Code 3410) NRL, Washington, DC 20375				6. DELIVER BY (Date) 09/30/12		
5b. FOR INFORMATION CALL (NO COLLECT CALLS)				7. DELIVERY		
NAME Jodi Fields		TELEPHONE NUMBER		<input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
		AREA CODE 202	NUMBER 767-6198	9. DESTINATION		
8. TO:				a. NAME OF CONSIGNEE Naval Research Laboratory		
a. NAME All Quoters		b. COMPANY		b. STREET ADDRESS 4555 Overlook Ave SW Bldg 49		
c. STREET ADDRESS				c. CITY Washington		
d. CITY		e. STATE	f. ZIP CODE	d. STATE DC	e. ZIP CODE 20375	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 08/02/2012		IMPORTANT: This is a request for information, and quotations furnished are not officers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.				
11. SCHEDULE (Include applicable Federal, State and local taxes)						
ITEM NO. (a)	SUPPLIES/ SERVICES (b)		QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	See attached continuation sheets					
12. DISCOUNT FOR PROMPT PAYMENT			a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS NUMBER PERCENTAGE
NOTE: Additional provisions and representations <input type="checkbox"/> are <input type="checkbox"/> are not attached.						
13. NAME AND ADDRESS OF QUOTER				14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
a. NAME OF QUOTER						
b. STREET ADDRESS				16. SIGNER		
c. COUNTY				a. NAME (Type or print)		b. TELEPHONE
						AREA CODE
d. CITY		e. STATE	f. ZIP CODE	c. TITLE (Type or print)		NUMBER

STANDARD FORM 36 JULY 1966 GENERAL SERVICES ADMINISTRATION FED. PROC. REG. (41 CFR) 1-16.101		CONTINUATION SHEET		REF. NO. OF DOC. BEING CONT'D N00173-12-Q-0249		PAGE OF 2 11	
NAME OF OFFEROR CONTRACTOR							
All Quoters							
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT		
0001	<p>REQUEST FOR JOB SITE VISIT DATE: Monday, July 30th 2012 TIME: 9am PLACE: NAVAL RESEARCH LABORATORY, 4555 Overlook Avenue, SW, Washington, DC 20375-5329 POINT OF CONTACT: Jodi Fields, 202-767-6198, jodi.fields@nrl.navy.mil Paul Gilroy, 202-767-1995, paul.gilroy@nrl.navy.mil Jean Copes, 202-404-1714, jean.copes@nrl.navy.mil Bldg. 32, Rm. 200</p> <p>The Naval Research Laboratory has s requirement for scanning of historian files at the Naval Research Laboratory, Washington DC.</p> <p>Contractors are required to VISIT the JOB SITE before any quotations are accepted for the acquisition listed on the RFQ/Solicitation. PROPER ID is REQUIRED. A VALID Driver's License is sufficient. You are required to report to Bldg. 72 for a proper pass for access to NRL. If a vendor representative does not attend the schedule job site visit, they may be considered 'Non-Responsive'. At the end of the Job Site Visit, each representative will be informed of the date the quotation must be submitted. If the quotations are not received by that date, they will be considered a "No Bid". Contact with the End-User is strictly prohibited (other than the job site visit). Any contact may result in the bid being considered 'tainted' and subsequently cancelled.</p> <p>Any questions the Vendor representatives may have after the Job Site Visit must be directed to the Contracting Officer (above) at e-mail address SolQn@nrl.navy.mil no later than 08/01/12 at 4:00 p.m. Eastern Standard Time. Any changes in the description, specifications or drawings after the job site visit will be issued to ALL vendors.</p> <p>If an emergency arises and the Vendor representative cannot attend the scheduled Job Site Visit, PLEASE call the POC at the above number by the morning of the Job Site Visit to let him/her know you will not be able to attend. The Contractor is required to notify the Contracting Officer by 07/27/12, 3:00 pm of intent to attend the site visit.</p>	128,000	PG				

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ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT		
0001	<p>Scanning archival records (approx. 128,000 pages):</p> <ul style="list-style-type: none"> - 1974-1999 LABSTRACTS - Legacy records at Federal Records Center (49 boxes) - Remainder of historian's files <p>1974-99 LABSTRACTS in loose leaf binders in PAO.</p> <ul style="list-style-type: none"> - Legacy records at FRC, will be transferred to NRL. - Historian's files in two filing drawers and several cardboard boxes in historian's office. <p>SCANNING SHALL BE DONE ON-SITE IN ORDER TO PRESERVE THE INTEGRITY OF THE ORIGINAL DOCUMENTS (VENDOR MUST PROVIDE THEIR OWN EQUIPMENT)</p> <p>SCAN AT 300 DPI GRAYSCALE (UNCOMPRESSED TIFF 6.0) AND CONVERT TO SEARCHABLE PDFS)</p> <p>DOCUMENT PREP INCLUDES PULLING THE DOCUMENTS OUT OF FOLDERS (MAINTAINING ORIGINAL ORDER); REMOVING STAPLES, PAPER CLIPS, CLAMPS, ETC.; AND REPLACING DOCUMENTS BACK IN THEIR FOLDERS AND DRAWERS (IN ORIGINAL ORDER) AFTER SCANNING. (STAPLES, PAPER CLIPS, CLAMPS ETC. NEED NOT BE REPLACED.)</p> <p>EACH FOLDER MAY CONTAIN VARIABLE SIZES OF PAGES (RANGING FROM 8-1/2" x 11" TO ENGINEERING/BLEUPRINT.</p> <p>QUALITY OF PAPER TO BE SCANNED RANGES FROM GOOD TO POOR. PAPER IS DETERIORATING DUE TO AGE. MORE THAN 50% OF THE COLLECTION HAS BEEN COPIED FROM ORIGINALS USING THE FULL RANGE OF REPROGRAPHIC TECHNOLOGIES OVER THE LAST 60 YEARS- CARBON (MUCH OF IT ON ONION SKIN), THERMAL, MIMIOGRAPHIC, FIRST GENERATION XEROX AND OTHERS UNKNOWN TO US.</p>	128,000	PG				

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0002	<p>QUALITY CONTROL (CROPPING, DESKEWING GRAYSCALE THRESH HOLDING, AND RE-SCANS AS NECESSARY, BASED ON AN IMAGE BY-IMAGE REVIEW DONE BY NRL.)</p> <p>NRL WILL ACCEPT MONTHLY BILLING.</p> <p>Copy the images (uncompressed tiffs and PDFs) to removable hard drive (not to dvds):</p> <p>NOTE: PLEASE SEE ATTACHED STATEMENT OF WORK (ATTACHMENT 1).</p> <p>If available please include a published price list or a cost breakdown and return the RFQ package to the following fax number (202) 767-1708.</p> <p>Any questions concerning this Request for Quotation (RFQ) must be emailed to SolQnA@nrl.navy.mil at least five (5) days before the closing date shown in block 10 on page 1 of the RFQ.</p>	1	EA				